

Progress Review:

A joint discussion between the Rating Official and the employee regarding the Employee's progress toward achieving the performance standards. It does not involve the issuance of a rating of record. Progress reviews are conducted at least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comments may be entered by the Rating Official and/or the employee.

A current plan must have been created and concurred for the Supervisor to add a progress review.

The Supervisor must initiate a review.

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail Word Excel PowerPoint Outlook People

Address https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_MANAGER.Z_PP_PERFORMANCE.USF?FolderPath=POF Go Links Google G Settings

USDA **Glover, Johnny L US Dept of Agriculture** Home Worklist Add to Favorites Sign out

Menu

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 - Reports
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 - Change My Password
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Glover, Johnny L

Performance Plan

Progress Review

Summary Rating

Notify

The Supervisor creates a Progress Review.

Click Progress Review

Done Trusted sites

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_MANAGER.Z_PP_PERFORMANCE.USF?PORTALPAR Go Links Google Settings

USDA Glover,Johnny L US Dept of Agriculture

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- Emp

Glover,Johnny L

Progress Review

Employee List	View All	First	1-8 of 8	Last
Davis,Cynthia D	New Review	Existing Review		
Dixon,April F	New Review	Existing Review		
Fleming,Mary	New Review	Existing Review		
Hood,Theresa S	New Review	Existing Review		
Smith,Valerie L	New Review	Existing Review		
Speight,Eloris D	New Review	Existing Review		
Walker Jr,William Gordie	New Review	Existing Review		
Zelenka,William F	New Review	Existing Review		

To create a new review click New Review

Done Trusted sites

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_MANAGER.Z_PP_PERFORMANCE.USF?FolderPath= Go Links Google G Settings

USDA Glover, Johnny L US Dept of Agriculture

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Sup Create Progress Review

Add a New Value

Review Period From: 

Reviewed Date: 

You need to click the Look Up glass in order to find the proper Plan that you are adding a progress review to.

Done Trusted sites



Glover, Johnny L US Dept of Agriculture

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[New Window](#) | [Help](#) | 

Look Up Review Period From

EmplID: 075444

Personnel Office ID: 5261

Review Period From: =  [Look Up](#)[Clear](#)[Cancel](#)[Basic Lookup](#)

Search Results

View All First  1-2 of 2  Last

Review Period From

[01/04/2007](#)[10/01/2005](#)

Always select your current plan.

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail Wordpad New Tab Google Settings

Address https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_MANAGER.Z_PP_PERFORMANCE.USF?FolderPath= Go Links Google

USDA Glover, Johnny L US Dept of Agriculture

Home Worklist Add to Favorites Sign out

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 - Change My Password
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Sup Create Progress Review

Add a New Value

Review Period From:

Reviewed Date:

Add

Click Add

Done Trusted sites

The Supervisor will enter general comments about Progress in the Reviewer Comments block.

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Search:

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[New Window](#) [Help](#)

Progress Review **Elements and Standards**

Speight, Eloris D **EmplID:** 075444

Performance Plan Start Date: 01/04/2007 **Next Performance Plan By:** 10/01/2007
Performance Plan End Date: 09/30/2007 **Perf Plan Reviewed Date:** 02/26/2007
Review Type: Progress Review

Employment Info when plan was established

Rating Scale: H 5 Tier Performance **Dept:** 914370 Human Resources Mgmt. Division
Agency: AG 16 NRCS **Position:** 90224435 **Pay Plan:** GS 0201 14
Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)

Supervisor: 046173 Glover, Johnny L **Create Printable Form**

Eval Type: Supervisor

Reviewer Comments: Test of Progress Review **Employee Comment:**

Add More Comments

Employee
☐ Viewed/Discussed

Supervisor
☐ Created Review/Rating

[Return to Employee List](#)

Save **Previous tab** **Next tab** **Spell Check**

[Progress Review](#) | [Elements and Standards](#)



Address



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The Supervisor may comment directly on a element by going to the Elements and Standards and going to a specific Element. You may make comments in the Standards box by scrolling to the end of the standard. This is not required and could be done in the Reviewer's comment box as shown on the previous slide.

[Progress Review](#)**Elements and Standards**

Speight,Eloris D

EmpID: 075444

Performance Plan Start Date: 01/04/2007**Performance Plan end Date:** 09/30/2007**Next Performance Plan By:** 10/01/2007**Perf Plan Reviewed Date:** 02/26/2007**Job Code:** 079349 HUMAN RESOURCES SPECLST (PERF MGMT)**Position:** 90224435**Elements and Standards**[View All](#)

First

1 of 5

Last

Performance**Measure No:**

01

Critical

Critical

Indicator:**Element:**

Mission Results (Mandatory)

Standards:

on demonstrated sound judgment, cost effectiveness and sensitivity to the effects on overall policy, and are supported by sound analysis and rationale.

February 26, 2007 comment. Test comment at Progress review. Mission Results

Save

Return to Search

Previous tab

Next tab

Spell Check

[Progress Review](#) | [Elements and Standards](#)

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Click Save and the system will check the Supervisor Created Review/Rating box.

Performance Plan Start Date: 01/04/2007	Next Performance Plan By: 10/01/2007
Performance Plan End Date: 09/30/2007	Perf Plan Reviewed Date: 02/26/2007
Review Type: <input type="text" value="Progress Review"/>	

Employment Info when plan was established			
Rating Scale: H	5 Tier Performance	Dept: 914370	Human Resources Mgmt. Division
Agency: AG	16 NRCS	Position: 90224435	Pay Plan: GS 0201 14
Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)			

Supervisor: <input type="text" value="046173"/>	Glover, Johnny L	Create Printable Form
Eval Type: <input type="text" value="Supervisor"/>		
Reviewer Comments: <input type="text" value="2007-02-26 - Test of Progress Review - JG"/>	Employee Comment: <input type="text"/>	
Add More Comments		

Employee
<input type="checkbox"/> Viewed/Discussed

Supervisor
<input checked="" type="checkbox"/> Created Review/Rating
02/26/2007

[Return to Employee List](#)

[Save](#) [Previous tab](#) [Next tab](#)

[Spell Check](#)

Employee Review Process for Progress Reviews

Performance - Microsoft Internet Explorer

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Address https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/z_ROLE_EMPLOYEE.Z_PP_EMP_NWG.USF?FolderPath=PORTAL Go Links Google G Settings

USDA Speight,Eloris D US Dept of Agriculture

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Done

Performance Request

Speight,Eloris D

Existing Plan

Progress Review

Summary Rating

Go to Progress Review

In testing it does not appear that the employee will receive an email nor a worklist item. This is consistent with the creation of the Performance Plan process. The supervisor is responsible for initiating a Progress Review discussion. Employee entry to the Progress Review comments made by the supervisor is via Employee Self Service, Tasks, Performance.

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_EMPLOYEE.Z_PP_EMP_NVG.USF?FolderPath=PORTAL Go Links » Google G » Settings ▾

USDA Speight, Eloris D US Dept of Agriculture

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Self Progress Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Empl Rcd Nbr	Review Period From	Reviewed Date	Review Type
0	01/04/2007	02/26/2007	Prog Reww
0	10/01/2005	02/26/2007	Prog Reww
0	03/21/2004	07/01/2004	Prog Reww

Select current Review Period which is your current Performance Plan that was created earlier in the year.

Trusted sites

USDA

Speight,Eloris D US Dept of Agriculture

Home

Worklist

Add to Favorites

Sign out

Menu

Search:

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Employee Self Service

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Progress Review

Elements and Standards

Speight,Eloris D

Performance Plan Start Date: 01/04/2007

Next Performance Plan By: 10/01/2007

Performance Plan End Date: 09/30/2007

Perf Plan Reviewed Date: 02/26/2007

Review Type: Progress Review

Employment Info when plan was established

Rating Scale: H 5 Tier Performance

Dept: 914370 Human Resources Mgmt. Division

Agency: AG 16 NRCS

Position: 90224435 Pay Plan: GS 0201 14

Job Code: 079349 HUMAN RESOURCES SPECLST (PERF

Supervisor: 046173 Glover,Johnny L

Eval Type: Supervisor

Reviewer: 2007-02-26 - Test of Progress Review - JG

Employee Comment: Test of em 2007

Create Printable Form

Add More Comments

Employee

Viewed/Discussed

Refused Rating

Supervisor

Created Review/Rating

02/26/2007

Employee Page

Save

Return to Search

Previous tab

Next tab

Spell Check

Progress Review | Elements and Standards

Employee may make comments in the Employee Comment box. They may also make comments by element also (next slide)

After you are finished adding comments. Click Viewed/Discussed and Save.

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Employee may view comments made my element. Employee may add their own comments by element in the Standards area. It is suggested you note the date of entry.

[New Window](#) [Help](#)

Job Code: 079349 HUMAN RESOURCES SPECLST (PERF MGMT)
Position: 90224435

Elements and Standards [View All](#) First 1 of 5 Last

Performance Measure No: 01

Critical Indicator: Critical

Element: Mission Results (Mandatory)

Standards:

on demonstrated sound judgment, cost effectiveness and sensitivity to the effects on overall policy, and are supported by sound analysis and rationale.

February 26, 2007 comment. Test comment at Progress review. Mission Results

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Spell Check](#)

Comment added by Supervisor.

[Progress Review](#) | [Elements and Standards](#)

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://icams.usda.gov/ps>

USDA

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Progress Review Elements and Standards

Speight,Eloris D EmplID: 075444

Performance Plan Start Date: 01/04/2007 Next Performance Plan By: 10/01/2007
Performance Plan End Date: 09/30/2007 Perf Plan Reviewed Date: 02/26/2007
Review Type: Progress Review

Employment Info when plan was established

Rating Scale: H 5 Tier Performance Dept: 914370 Human Resources Mgmt. Division
Agency: AG 16 NRCS Position: 90224436 Pay Plan: GS 0201 14
Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)

Supervisor: 046173 Glover,Johnny L

Eval Type: Supervisor

Reviewer Comments: 2007-02-26 - Thought of additional comment to add after review was initiated. Click Add More Comments

Employee Comment: 2007-02-26 - Test of employee comment Feb 26 2007 - ES

Create Printable Form

Add More Comments

Employee

☒ Viewed/Discussed 02/26/2007

☐ Refused Rating

Supervisor

☒ Created Review/Rating 02/26/2007

Reviewer

☐ Concurred Rating

Done

Trusted sites

If you wish to print the progress review Click Create Printable Form. Processing takes several seconds.

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_EMPLOYEE.Z Click View Document Google Settings

USDA Speight,Eloris D US Dept of Agriculture Home Worklist Add to Favorites Sign out

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Progress Review Elements and Standards

Speight,Eloris D EmplID: 075444

Performance Plan Start Date: 01/04/2007 Next Performance Plan By: 10/01/2007
Performance Plan End Date: 09/30/2007 Perf Plan Reviewed Date: 02/26/2007
Review Type: Progress Review

Employment Info when plan was established

Rating Scale: H 5 Tier Performance Dept: 914370 Human Resources Mgmt. Division
Agency: AG 16 NRCS Position: 90224435 Pay Plan: GS 0201 14
Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)

Supervisor: 046173 Glover,Johnny L Create Printable Form
Eval Type: Supervisor View Document

Reviewer Comments: 2007-02-26 - Thought of additional comment to add after review was initiated. Click Add More Comments
Employee Comment: 2007-02-26 - Test of employee comment Feb 26 2007 - ES
Add More Comments

Employee
☒ Viewed/Discussed 02/26/2007
☐ Refused Rating

Supervisor
☒ Created Review/Rating 02/26/2007

Reviewer
☐ Concurred Rating

Done Trusted sites

AD-435A

UNITED STATES DEPARTMENT OF AGRICULTURE

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PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

PART II. PROGRESS REVIEW: One progress review is required; however, frequent communication between the employee and rating official regarding performance is encouraged and recommended. Date of review, initials of employee(Emp) and Rating Official (R.O), and comments must be provided for each review. Employee should be provided opportunity to add comments.

Rating Official's Comments:

2007-02-26 - Thought of additional comment to add after review was initiated. Click Add More Comments to add a comment to current review. Feb 27, 2007 10:35 am - JG

2007-02-26 - Test of Progress Review - JG

Employee's Comments

2007-02-26 - Test of employee comment Feb 26 2007 - ES

Test of employee comment Feb 26 2007

General Comments added
by Supervisor and
Employee.

Supervisor Review of Employee Comments

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Attachments Delete Undo Redo Font Color Background Color

From: RA.mdbeltsvi3.AMDC

Sent: Mon 2/26/2007 11:22 AM

To: Walker, Gordie - Beltsville, MD

Cc:

Subject: Walker Jr, William Gordie(036405) added Progress Review comments for 2007 created by Glover, Johnny L(046173)

I*CAMS has a worklist entry awaiting your action.

Click on the following link to proceed to I*CAMS login screen.

<https://icams.usda.gov/HRISC/signon.html>

Note: Please do not respond back to this email

When the employee adds comments the supervisor will get an email.

Worklist - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print W Yellow Stop Person People

Address <https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Mark> Go Links » Google G » Settings »

USDA Glover,Johnny L US Dept of Agriculture

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 - Navigator
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New Window | Help |

Worklist for JG046173: Glover,Johnny L

Work List Filters:

From	Date From	Work Item	Worked By Activity	Proposed Effective Date	Org Structure	Link
Speight,Eloris D	02/26/2007	Emp Added Rew Comments	Z_PP_SUP_VW_RWW_COMNTS		167505000700000075	075444_0_Speight,Elo

Refresh

Trusted sites

Supervisor will get a Worklist item also.

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address

USDA

If the worklist item does not appear the Supervisor may access Progress Review via Manager Self Service, Tasks, Performance, Progress Review, Existing Review.

Settings Sign out

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Glover,Johnny L

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Smith,Valerie L	New Review	Existing Review		
Speight,Eloris D	New Review	Existing Review		
Walker Jr,William Gordie	New Review	Existing Review		
Zelenka,William F	New Review	Existing Review		

Done Trusted sites

Performance - Microsoft Internet Explorer

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Address https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_MANAGER.Z_PP_PERFORMANCE.USF?FolderPath=POF Go Links >> Google G << Settings >>

USDA

Glover, Johnny L US Dept of Agriculture

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New Window | Help

Sup View/Edit Progress Review

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

EmplID	Personnel Office ID	Name	Review Period From	Reviewed Date
075444 5261		Speight, Eloris D	01/04/2007	02/26/2007
075444 5261		Speight, Eloris D	10/01/2005	02/26/2007
075444 5261		Speight, Eloris D	03/21/2004	07/01/2004

If Supervisor has to enter via the Menu structure and not the Worklist. After Existing review is selected select the proper Review Period which represents the Current Performance Plan.

Done Trusted sites

Visual of comments.
Scroll as needed.

USDA
Glover, Johnny L US Dept of Agriculture

Home Worklist Add to Favorites Sign out

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Menu

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My Favorites
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Progress Review Elements and Standards

Speight, Eloris D EmpID: 075444

Performance Plan Start Date: 01/04/2007 Next Performance Plan By: 10/01/2007
Performance Plan End Date: 09/30/2007 Perf Plan Reviewed Date: 02/26/2007
Review Type: Progress Review

Employment Info when plan was established

Rating Scale: H 5 Tier Performance Dept: 914370 Human Resources Mgmt. Division
Agency: AG 16 NRCS Position: 90224435 Pay Plan: GS 0201 14
Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)

Supervisor: 046173 Glover, Johnny L Create Printable Form

Eval Type: Supervisor

Reviewer Comments: 2007-02-26 - Test of Progress Review - JG

Employee Comment: 2007-02-26 - Test of employee comment Feb 26 2007 - ES

Add More Comments

Employee

☒ Viewed/Discussed 02/26/2007

Supervisor


☒ Created Review/Rating 02/26/2007

Return to Employee List

Save Return to Search Previous tab Next tab Spell Check

Progress Review | Elements and Standards

start
Inbox - Microsoft ...
http://wava.onepl...
Performance - Mic...
Performance - Mic...
Presentation1
9:51 AM



Speight,Eloris D US Dept of Agriculture

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PAR Processing

Position Management

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Manage Performance

Workforce Development

Enterprise Learning

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Progress Review

Elements and Standards

Speight,Eloris D

EmpID: 075444

Performance Plan Start Date: 01/04/2007

Performance Plan end Date: 09/30/2007

Next Performance Plan By: 10/01/2007

Perf Plan Reviewed Date: 02/26/2007

Job Code: 079349 HUMAN RESOURCES SPECLST (PERF MGMT)

Position: 90224435

Elements and Standards

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Performance Measure No: 01

Critical Indicator: Critical

Element: Mission Results (Mandatory)

Standards:

- on demonstrated sound judgment, cost effectiveness and sensitivity to the effects on overall policy, and are supported by sound analysis and rationale.
- February 26, 2007 comment. Test comment at Progress review. Mission Results

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Visual of comment on specific Element.



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Performance Plan Start Date: 01/04/2007 **Next Performance Plan By:** 10/01/2007
Performance Plan End Date: 09/30/2007 **Perf Plan Reviewed Date:** 02/26/2007
Review Type: Progress Review

Employment Info when plan was established

Rating Scale: H 5 Tier Performance **Dept:** 914370 Human Resources Mgmt. Division
Agency: AG 16 NRCS **Position:** 90224435 **Pay Plan:** GS 0201 14
Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)

Supervisor: 046173 Glover, Johnny L

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Eval Type: Supervisor

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Reviewer Comments: 2007-02-26 - Test of Progress Review - JG

Employee Comment: 2007-02-26 - Test of employee comment Feb 26 2007 - ES

[Add More Comments](#)**Employee**

☒ **Viewed/Discussed** 02/26/2007

Supervisor

☒ **Created Review/Rating**

02/26/2007

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SPEIGHT, ELORIS D

HUMAN RESOURCES SPECLST (PERF)

3. AGENCY / DIVISION

Natural Resources Conservation Service
Human Resources Mgmt. Division

4. PAY PLAN, SERIES, GRADE

GS / 0201 / 14

APPRAISAL PERIOD

5. START DATE

01/04/2007

6. END DATE

09/30/2007

7. PERFORMANCE ELEMENT

No.

01

(Describe below the duty or responsibility for which the employee is accountable and responsible.
Indicate if the element is critical or noncritical.)☒

CRITICAL

☐

NONCRITICAL

MISSION RESULTS (MANDATORY)

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Demonstrates support for agency strategic goals and initiatives that are applicable to Performance Management and Workforce Planning. Contributes to the achievement of overall agency initiatives. Accepts accountability of work within employee's control making, timely and effective decisions and producing results through strategic thinking and decisive action. Ensures a high degree of responsiveness to management, the public and internal and external customers.

Link: the President's Management Agenda – Strategic Management of Human Capital; USDA S Private Lands; and NRCS Strategic Plan:

In order to assist management in realizing the objective of improving Government service and with individual employees and having the right people with the right skills, the Program Manag Planning serves as the authoritative expert in these areas and is responsible for nationwide im

Standards:

Develops and workforce Planning process that results in the identification of current and future workforce competencies and strategies for closing identified competency gaps through implementation of gap reduction strategies such as: restructuring, recruitment, competitive sourcing, redeployment, retaining, retention (e.g., compensation, quality of work life) and technology solutions. Provides policy guidance and assistance to all levels of the agency in the development and daily implementation of the performance management and workforce planning programs. Recommendations and contributions are generally accepted by management because they are based on demonstrated sound judgment, cost effectiveness and sensitivity to the effects on overall policy, and are supported by sound analysis and rationale.

February 26, 2007 comment. Test comment at Progress review. Mission Results

Comments added by
Supervisor during
Progress review.

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9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)

Exceeds	Fully Successful	Does Not Meet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)

11. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PLAN (Signatures certify discussion with the employee and receipt of plan which reflects current position description.)

Employee's Signature /S/ SPEIGHT, ELORIS D	Date 26-FEB-2007
Supervisor's Signature /S/ GLOVER, JOHNNY L	Date 04-JAN-2007
Reviewer's Signature /S/ BROWN, J KEVIN	Date 26-FEB-2007

12. PROGRESS REVIEWS (At least one must be completed.)

Employee's Initials and Date				Supervisor's Initials and Date			
ES	02/26/07	ES	of/em/st	JG	02/26/07		

Check appropriate copy designation ☐ ORIGINAL (Official Personnel Folder / Employee Performance File Copy) ☐ EMPLOYEE ☐ SUPERVISOR ☐ AGENCY USE

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date

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AD-435A UNITED STATES DEPARTMENT OF AGRICULTURE
Page 6 of 7 **PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET**

PART II. PROGRESS REVIEW: One progress review is required; however, frequent communication between the employee and rating official regarding performance is encouraged and recommended. Date of review, initials of employee(Emp) and Rating Official (R.O), and comments must be provided for each review. Employee should be provided opportunity to add comments.

Rating Official's Comments:
2007-02-26 - Thought of additional comment to add after review was initiated. Click Add More Comments to add a comment to current review. Feb 27, 2007 10:35 am - JG
2007-02-26 - Test of Progress Review - JG

General comments added during progress review print here.

Employee's Comments
2007-02-26 - Test of employee comment Feb 26 2007 - ES
Test of employee comment Feb 26 2007

Date: _____

9.75 x 11.83 in 6 of 7

Done Trusted sites

This process may be accomplished multiple times during the year. Each time you do a new Progress review be sure to replicate the process that is shown here.

Later in the year you will be provided slides that show you the Summary Rating process for end of the Performance Fiscal Year.